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REGULATIONS

OF THE

SCHOOL COMMITTEE

OF THE

City of Roxbury.

ADOPTED JANUARY, 1864.

ROXBURY:
L. B. & O. E. WESTON, PRINTERS, GUILD ROW.
1864.

City of Roxbury.

In School Committee, January 6, 1864.

Ordered, That Messrs. Crafts, Williams, and Tuck be a Committee to prepare and report Rules and Regulations for the School Committee for the current year.

January 20.

The Committee on Rules and Regulations submitted the Report of said Committee, which was read and adopted. Whereupon it was

Ordered, That two hundred and fifty copies of the Rules and Regulations, accompanied by the Course of Studies, the Text-Books allowed in the several Schools of the City, a List of the Teachers, and the Boundaries of the Grammar Schools, be printed under the direction of said Committee for the use of the Schools and the Board of School Committee.

FRANKLIN WILLIAMS, *Secretary*.

REGULATIONS

OF THE

SCHOOL COMMITTEE OF ROXBURY.

CHAPTER I.

Organization.

SECTION 1. The first meeting of the Board shall be held on the Wednesday next succeeding the organization of the City Government. A Chairman and a Secretary shall then be chosen by ballot.

SECT. 2. There shall also be appointed, at the same meeting, or as soon after as practicable, Local Committees for the several Schools in the City, to consist of three members for the High and each of the Grammar Schools, and one member for each Primary School; a Committee on Primary School Teachers, and on Books, each consisting of five members, one of whom shall be the Chairman of the Board; a Committee on Rules and Regulations, on Salaries, and on Accounts, each consisting of three members.

SECT. 3. It shall be the duty of the Committee on Primary School Teachers to receive the names and credentials of all applicants over eighteen years of age; to examine the qualifications of those present at any regular meeting called by the Chairman; to grant a certificate to those who pass a satisfactory examination; and, acting in concert with

the Local Committee, to appoint a teacher from those examined and approved, to fill a vacancy in any Primary School, to be confirmed within three months by the Board, on recommendation of the Local Committee. The Chairman shall also keep a list of all approved applicants, for the use of Local Committees in providing substitutes.

Sect. 4. It shall be the duty of the Committee on Books to propose the text-books to be used in the schools, which shall, in all cases, be submitted to the Board for approval, but shall not be finally acted upon until said books have been before the Board at least one week, and not until every member of the Board has been supplied for examination with a copy of the book or books proposed to be introduced into the schools. Nor shall any change of books be allowed, except on condition that the publisher of the book proposed to be introduced into the schools shall give a copy of said book to each pupil, for the one in use by such pupil which said new book shall displace.

Sect. 5. It shall be the duty of the Committee on Salaries to confer with any Committee of the Board of Aldermen and Common Council, on the subject of appropriations for the Public Schools, and report to this Board as occasion may require.

Sect. 6. The Committee on Accounts shall audit all accounts presented for approval by the Board, and two members of said Committee shall, in all cases, approve and sign each bill before it is paid.

Sect. 7. Stated Quarterly Meetings of the Board shall be held, on the Wednesday after the fourth Monday in February; on the first Wednesday in June; on the Wednesday after the last Monday in July, and on the Wednesday before Thanksgiving Day.

Sect. 8. At the second Quarterly Meeting in the year, the Teachers of the Public Schools, and also a Janitor, shall be elected, and their salaries voted.

SECT. 9. Seven members shall constitute a quorum for the transaction of business.

SECT. 10. All meetings of the Board shall be held in public, except when otherwise ordered by special vote, and notice thereof shall be given to all the members at least four days previous.

CHAPTER II.

Rights and Duties of the Chairman.

SECT. 1. The Chairman shall take the chair precisely at the hour appointed for the meeting of the Board; he shall call the members to order, and on the appearance of a quorum shall cause the minutes of the preceding meeting to be read, and proceed to business. In the absence of the Chairman, the Board shall choose a Chairman *pro tempore.*

SECT. 2. The Chairman shall call a special meeting of the Board whenever he may deem it necessary, or at the request in writing of any two members.

SECT. 3. He shall appoint all committees, unless the Board shall otherwise direct.

SECT. 4. He shall preserve order in the meetings; he may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal to the Board, on motion of any member.

SECT. 5. He shall declare all votes; but if any member doubt the vote, he shall, without further debate upon the question, require the members voting to rise and stand until they are counted, and he shall declare the result.

SECT. 6. The Chairman may call any member to the chair, provided such substitution shall not continue longer than one meeting. When the Board shall determine to go into Committee of the Whole, he shall appoint the member who shall take the chair. He may express his opinion on

any subject under debate; but in such case he shall leave the chair, and appoint some other member to take it, and he shall not resume the chair while the same question is pending. But he may state facts, and give his opinion on questions of order, without leaving his place.

SECT. 7. When any member shall require a question to be taken by Yeas and Nays, the Chairman shall take the sense of the Board in that manner.

SECT. 8. After a motion has been stated by the Chairman, it shall be disposed of by a vote of the Board, unless the mover withdraw it before a decision or an amendment.

SECT. 9. The Chairman shall consider a motion to adjourn as always in order, unless a member has possession of the floor, or a question has been put and not decided, and said motion to adjourn shall be decided without debate.

SECT. 10. He shall put the previous question in the following form: "Shall the main question be now put?" and all amendments or further debate of the main question shall be suspended, until the previous question shall have been decided; and the main question shall not be put unless ordered by a majority of the members present.

SECT. 11. When two or more members rise at the same time, the Chairman shall name the member who is first to speak.

CHAPTER III.

Duties of the Secretary.

SECT. 1. The Secretary shall have charge of the records of the Board, and of all papers directed by them to be kept on his files; he shall keep a fair and full record of all the proceedings of the Board; shall notify all stated and special meetings; shall notify the Chairman of any committee appointed, stating the commission, and the names of the mem-

bers; shall notify the meetings of all committees when requested by their Chairman; shall notify the instructors of their appointments, and shall give other notices as the Board may require, and act as one of the Committee on Accounts of the Board.

SECT. 2. He shall prepare the annual report required by the statute of the Commonwealth.

CHAPTER IV.

Rights and Duties of Members.

SECT. 1. When any member is about to speak in debate, or to deliver any matter to the Board, he shall rise in his place, and respectfully address the Chairman; shall confine himself to the question in debate, and avoid personality.

SECT. 2. No member, in debate, shall notice another member by his name; but may describe him by the Ward he represents, the place he sits in, or such other designation as may be intelligible and respectful.

SECT. 3. No member speaking shall be interrupted by another, but by rising to call to order, or to correct a mistake. But if any member, in speaking or otherwise, transgress the rules of the Board, the Chairman *shall*, or any member *may*, call him to order; in which case the member so called to order shall immediately sit down, unless permitted to explain; and the Board, if appealed to, shall decide on the case, but without debate.

SECT. 4. When a motion is made, it shall be considered by the Board; and when a question is under debate, no motion shall be received but to adjourn — to lay on the table — for the previous question — to postpone to a day certain — to commit — to amend — or to postpone indefinitely; which several motions shall have precedence in the order in which they stand.

SECT. 5. Every motion shall be reduced to writing, if the Chairman desire, or any member of the Board request it.

SECT. 6. When a motion has once been made and carried in the affirmative or negative, it shall be in order for any member to move a reconsideration. In case the motion be made at the same meeting, it shall be competent for a majority of the members present to pass a vote of reconsideration; but if it be made at a subsequent meeting, the subject shall not be reconsidered unless a majority of all the members of the Board vote therefor. No more than *one* motion for the reconsideration of any vote shall be permitted.

SECT. 7. Every member present, when a question is put, shall give his vote, unless the Board, for special reasons, excuse him.

SECT. 8. On the "previous question," no member shall speak more than once, without leave of the Board; and no member shall speak longer than ten minutes at any one time upon any question under consideration, unless by special permission of the Board to continue his remarks.

SECT. 9. When the reading of a paper is called for, and the same is objected to by any member, it shall be determined by a vote of the Board.

SECT. 10. All proposed amendments to the Regulations shall lie over until the next meeting. Any rule may be suspended, for the time being, by a vote of two-thirds of the members present.

CHAPTER V.

Duties of Local Committees.

SECT. 1. The Local Committees shall visit their respective Schools at least once a month, and oftener if convenient.

SECT. 2. The Local Committees shall give their advice to the instructors on any emergency; and take cognizance of any difficulty which may have occurred between the

instructors and parents or guardians of pupils, or between the teachers themselves, relative to the government or instruction of the school. An appeal, however, to the whole Board, is not hereby denied to any citizen or instructor.

SECT. 3. The several Chairmen of the Local Committees of the High and Grammar Schools shall be the organs of communication between said committees and the schools; but shall not act on any matter of interest to the school, without the sanction of a majority of the Local Committee.

SECT. 4. In case of a vacancy in the office of Principal or Assistant in the High, or Principal in the Grammar Schools, nominations and elections for the place shall be made by the Board.

SECT. 5. In case of a vacancy in the Grammar Schools, in the place of any teacher other than the Principal, the Chairman of the Board, with the Local Committee of the School in which such vacancy exists, shall examine the qualifications of candidates, and from the list of those who shall pass a satisfactory examination, the Local Committee shall appoint one as a teacher *pro tempore;* which appointment shall be submitted to the Board at the first ensuing Quarterly Meeting for approval. And no such teacher shall be appointed by the Board, until he or she shall have been examined as aforesaid, and shall have received a satisfactory certificate thereof. The masters, or heads of departments, shall be consulted in the appointment of their assistants.

SECT. 6. In case of a vacancy in the place of a teacher of any Primary School, it shall be the duty of the Local Committee to give immediate notice thereof to the Committee on Primary School Teachers, and with their coöperation fill such vacancy.

SECT. 7. In addition to these specific duties of the Local Committees, it shall be their duty, generally, to make any temporary arrangements which they may find necessary, relative to their schools, or the convenience of the instructors, in cases not provided for by the general regulations.

SECT. 8. Although the interest of the schools demands Local Committees, yet each member of the Board shall consider it his duty to watch over all the Public Schools in the city, to attend their examinations, and to visit them at other times so far as practicable.

SECT. 9. No teacher, or other person in the employ of the School Committee, shall purchase anything at the expense of the City, without a written order from the Local Committee of the School for which such purchase is to be made; or, in his or their absence or inability, by the Chairman or Secretary of the Board; and all bills for repairs, books, and furniture, shall be approved by the Committee on Accounts.

SECT. 10. No part of the premises occupied by the Public Schools shall, in any case, be used for any other purpose than that for which they are now used, excepting by a vote of the Board of School Committee.

Extract from Ordinance No. 22, relating to Expenditures for Schools.

"SECT. 3. The Committee on Public Property shall cause all necessary repairs to be made in and upon the several school houses and the grounds attached thereto, belonging to the City, and provide all necessary articles for the comfort and convenience of the schools (with the exception of fuel) that may be deemed necessary;

Provided, The School Committee may make any necessary repairs and provide all articles that they may deem necessary for the comfort and convenience of the schools, whenever such repairs or supplies shall not exceed the sum of fifty dollars in any one instance."

SECT. 11. No expenditure, under the provisions of the above-named Ordinance (so far as it relates to the School Committee), shall be authorized unless specially voted by the Board, except for books for teachers and indigent scholars, and other articles or repairs for the use of the schools, not exceeding ten dollars in any one instance.

REGULATIONS

OF THE

PUBLIC SCHOOLS.

CHAPTER I.

Teachers.

SECTION 1. All the teachers shall be responsible to the Board for the faithful discharge of their duties. They shall punctually observe the hours for opening and dismissing the school, and during school hours shall devote themselves to the public service.

SECT. 2. When any teacher is reported as *very deficient* by the Quarterly Examining Committee, and placed on probation by order of the Board, the Secretary shall notify such teacher of the fact, and state the deficiency reported. Any teacher who shall persist in violating the rules of this Board, shall be put on probation by the Local Committee; or, in their absence, by the Chairman, who shall report the delinquency at the next meeting of the Board.

SECT. 3. The morning exercises of all the schools shall be commenced by reading from the Holy Scriptures; and it is recommended the same be followed by the Lord's Prayer.

SECT. 4. The teachers shall open the school-rooms of their respective schools, for the reception of scholars, at least *fifteen minutes* before the time prescribed for commencing each session. The teachers shall require the

scholars to be in their seats, and shall commence and close the exercises of the schools punctually at the prescribed hours.

Sect. 5. The teachers shall give the children constant employment, and endeavor, by judicious and diversified modes, to render the exercises of the school pleasant as well as profitable; — they shall maintain firm, prudent, and vigilant discipline, having due regard to the temperament and physical condition of their pupils; and shall govern by persuasive and gentle measures as far as practicable. They shall never resort to corporal punishment, until other means of influencing the pupils shall have failed; and, when deemed necessary, it shall be administered with judgment, and without undue severity. As far as practicable, they shall also exercise a general inspection over their scholars, as well out of as within the school, and on all suitable occasions inculcate upon them the principles of truth and virtue.

Sect. 6. The teachers shall respectively keep a list of the scholars under their instruction, and shall record the page of the text-book at which every class commences in each term, and also the page to which it shall have advanced during said term; and these records shall be open to the inspection of the School Committee.

Sect. 7. The Principals of the Grammar Schools are authorized, under the direction of the Local Committees, to make such classification of their respective schools, and such regulations for the discipline and government thereof (not in violation of the regulations of this Board), as they may deem expedient. And it shall be the duty of the principals to examine the pupils under the care of the assistant teachers in said schools as often as they can, consistent with proper attention to those who are under their immediate charge.

Sect. 8. The teachers of the several Grammar Schools shall impart oral instruction to their pupils at stated times,

by assigning topics for their consideration, referring them to approved works for information, questioning them upon the themes assigned, and communicating such information thereon as they may think necessary. These exercises shall take place as frequently as may be thought practicable by the Local Committee and teachers. A list of the *topics* shall be open to the inspection of the Examining Committee.

SECT. 9. In all the classes of the High and Grammar Schools (provided the pupils are able to write a fair, legible hand), the teachers shall require, at least once in two weeks, regular exercises in Composition, to consist of Essays, Letters, Descriptions, Abstracts of Lessons, or Exercises from "Tower's Grammar of Composition," according to the age and capacity of the pupils. These exercises shall be corrected by the teachers, and preserved in their original form with the corrections and their dates respectively, in books to be inspected by the Committee, as evidence of the proficiency of the pupils in *penmanship, punctuation, use of capitals, spelling, and the grammatical construction of sentences.* In the High School, and the first divisions of the Grammar Schools, there shall also be regular exercises in *declamation* by the boys.

SECT. 10. In the Grammar Schools, no lesson shall be assigned expressly for study out of the regular school hours; and in all the schools, except the High School, the programme of daily study shall be arranged, and the time apportioned, as far as possible, so that the lessons assigned may be prepared in school, and not remain for study out of school. Of the pupils in the High School, a moderate amount of study out of school may be required. The programme of study shall be open to the inspection of the Local and Examining Committees.

SECT. 11. When the example of any pupil is very injurious, and in all cases where reformation appears hopeless, the Local Committee shall have power to suspend such pupil from the school; but no pupil shall be expelled from

any school, except by vote of the Board. Any child who, having been suspended, shall have expressed to the teacher regret for such misdemeanor, as openly and implicitly as the nature of the case may require, and shall have given evidences of reformation, shall, with the previous consent of said Local Committee, be reinstated in the privileges of the school.

Sect. 12. It shall be the duty of the teachers to take good care of the apartments of the public buildings which they occupy, and of the appurtenances thereof, that there may be no unnecessary injury sustained by them; also to give vigilant attention to the ventilation and temperature of their school-rooms, particularly at each recess, and at the end of each school session, before the house shall be closed.

Sect. 13. No subscription or contribution, for any purpose whatever, shall be allowed by the teachers in any public school. Nor shall they entertain any proposal from agents or venders of any kind, during school hours.

Sect. 14. Any teacher may, by permission of the Local Committee, take half a day each term for visiting such other school in this city, or in the vicinity, as may be designated, and the name of the school thus visited shall be entered in the teacher's register, with the date of the visit.

Sect. 15. When a teacher shall be obliged from sickness, or any other urgent cause, to leave a division or school temporarily, so as to require a substitute, such teacher shall seasonably notify the proper Local Committee, who shall provide a substitute, to be selected as far as practicable from the list of approved applicants in the hands of the Committee on Primary School Teachers, and the salary shall be at least two-thirds of that paid to the teacher of the division.

Sect. 16. No teacher shall be allowed to relinquish the charge of his or her school without giving at least three weeks' notice to the Local Committee; and in ordinary cases no teacher shall be required to give up the charge of his or

her school, without having received at least three weeks' notice to that effect.

SECT. 17. The teachers are required to make vocal music and vocal drill regular exercises of the school.

SECT. 18. The Principal of the High and of each of the Grammar Schools shall respectively submit, at the close of the Summer Term, an annual report in writing, giving his or her view of the state, progress, and wants of each division of the school during the year.

SECT. 19. No teacher shall sell to his pupils school books, or any other articles, excepting writing-books and stationery.

CHAPTER II.

Pupils.

SECT. 1. All children of the age of five years and upwards, residing within the limits of this city, shall, on application to the proper Local Committee, have free admission to such Public Schools as, in the opinion of said committee, they may be qualified by age, attainments, and residence, to enter.

SECT. 2. But no child shall be admitted into any of the Public Schools, without a certificate from a physician that he has been vaccinated, or otherwise secured against the contagion of the small-pox. And such certificate shall be kept on file by the teacher.

SECT. 3. Children of the age of eight years and upwards, who may pass a satisfactory examination in the reading books used in the Primary Schools, in spelling words selected from the reading lessons and from the spelling-book used in the Primary Schools, in explaining the use of the marks of punctuation, in enunciating clearly and accurately the elementary sounds of our language, in writing words in script hand

upon the slate, in reading and writing Arabic numbers containing four figures, and in the Arithmetic used in Primary Schools, shall be entitled to admission into the Grammar Schools. Children above eight years of age, though not possessing the requisite qualifications, may be admitted into the Grammar Schools by special permission from the Local Committees.

The examination for admission into the Grammar Schools shall be made by the Principal or Assistant Teachers thereof, and shall take place on the first Monday of the *First* and *Third* Terms; and no pupil shall be admitted into the Grammar Schools from the Primary Schools except at those times. *Provided,* however, that the Local Committees shall have discretionary power to admit pupils, possessing the necessary qualifications, at other times than those mentioned. Pupils changing residence shall be transferred from one school to another of the same rank, provided they bear a certificate from the teacher of the school they leave, expressing their standing and character, as a condition of their admission by the teacher to whom they apply for that purpose.

The examination for admission into the High School shall take place during the last week of the *Second* Term. Pupils who shall have reached the age of twelve years, and shall present a certificate of good moral character, and of presumed literary qualifications, from the Principal of the school which they last attended, and shall pass a satisfactory examination in the following studies, viz.: Spelling, Reading, Writing, English Grammar, Arithmetic, Modern Geography, and the History of the United States, shall be regarded by the School Committee as qualified to enter the High School.

Sect. 4. No pupil, whilst under sentence of suspension from one school, shall be admitted to the privileges of another, unless by a vote of this Board.

Sect. 5. In the Grammar Schools, during each session, there shall be a recess for every pupil of ten or fifteen min-

utes; and in the Primary Schools of from fifteen to twenty minutes, — excepting as provided for in Chap. 3, Sect. 2, of these Regulations.

SECT. 6. Pupils shall be prompt and punctual at school, and shall not absent themselves therefrom except on account of sickness or other urgent reason; and no request for absence shall be deemed valid, unless it be a *written* or personal one from parent or guardian. Every pupil entering after the time prescribed for the commencement of school, shall be marked tardy; and whenever any pupil shall absent himself or herself for two weeks in succession, such pupil shall be considered no longer a member of the school. But a reasonable excuse offered by a parent or guardian for the absence or tardiness of a pupil, shall exempt the pupil from the penalty awarded for such delinquency.

CHAPTER III.

Periods of Instruction.

SECT. 1. There shall be four Terms in the year. The *first* shall commence the Monday after the fourth Monday in February.*

The *second* shall commence the Monday following the last Wednesday in May.†

The *third* shall commence the first Monday in September.‡

The *fourth* shall commence on the Monday after Thanksgiving Day.

SECT. 2. The schools shall be kept three hours in the forenoon, and three in the afternoon of each day, excepting Sundays and the holidays and vacations hereinafter specified, and except that from the first Monday in November to the first Monday in February the schools may omit the afternoon recess, and shall close at four o'clock. Schools

* Feb. 29. † May 30. ‡ September 5.

shall begin at eight o'clock in the morning, during the Summer Term; at other times, at nine in the morning; and shall commence at two in the afternoon, except the High School, which shall commence at nine in the morning, and close at two in the afternoon. Scholars may, however, be detained, for delinquencies or discipline, a reasonable time after the regular school hours.

SECT. 3. There shall be the following *Vacations:*

1. One week commencing on the fourth Monday in February.*

2. One week commencing on the Monday before the last Wednesday in May.†

3. Six weeks next preceding the first Monday in September.‡

4. One week commencing on the Monday before Thanksgiving Day.

SECT. 4. The following holidays shall be granted alike to all the schools: — Every Wednesday and Saturday afternoon; New-Year's Day; Washington's Birth-Day; Fast Day; May Day; Independence Day, and Christmas Day; also the forenoon of the Saturday following either of the above holidays which may be celebrated on a Friday. No holiday not herein specified shall be given except by a vote of the Board, or by a written certificate signed by at least ten members of the School Committee; and in such case it shall be given alike to all the schools in the city.

SECT. 5. The Norfolk County Convention of Teachers may be attended by all the teachers belonging to the schools in this city, for which purpose their respective schools may be dismissed; it being understood, however, that this permission is not granted except to those teachers who actually attend said Convention.

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* February 22. † May 23. ‡ July 25.

CHAPTER IV.

Examinations.

SECT. 1. *Quarterly.* The Chairman, or some member or members of the Board designated by him, shall visit and examine every Public School in the city, at least once each quarter, without giving previous notice to the teachers, according to the provisions of the Statute. It shall be the duty of this Committee to obtain accurate information of the condition of each school, and at the next quarterly meeting to make a report to the Board, *in writing*, of their examination and its results, of the condition of the school houses, and of any occurrences affecting the standing and usefulness of the schools.

SECT. 2. *Annual.* During the last two weeks of the first term, a committee of seven members of the Board shall examine the High and all the Grammar Schools, and a committee, also, of five members, shall examine all the Primary Schools in the city, and report upon the same at the next quarterly meeting of the Board.

SECT. 3. All reports of the examinations of the several schools shall be duly filed according to their dates, and shall not be taken from the custody of the Secretary, except by permission of the Board.

CHAPTER V.

Books and Studies.

SECT. 1. The exercises, studies and text-books authorized in the Primary Schools, shall be the following: —

FIRST YEAR.

1. Charts, and Sargent's Primer;
2. Enunciating the elementary sounds of letters and words;

3. Oral Instruction;
4. Exercises on the Slate;
5. Singing.

SECOND YEAR.

1. Sargent's First Reader (Sargent's Second Reader);
2. Spelling, from the Reader and Worcester's Elementary Spelling Book;
3. Enunciating the elementary sounds of letters and words;
4. Marks of Punctuation;
5. Arithmetical Cards;
6. Reading and Writing Arabic numbers;
7. Exercises on the Slate;
8. Oral Instruction;
9. Singing.

THIRD YEAR.

1. Sargent's Second Reader (Hillard's Fourth Reader);
2. Spelling, from the Reader and Worcester's Elementary Spelling-Book;
3. Enunciating the elementary sounds of letters and words;
4. Eaton's Primary School Arithmetic;
5. Geography, taught orally (Cornell's Primary);
6. Oral Instruction;
7. Writing words in script-hand, and other exercises on the Slate;
8. Singing.

SECT. 2. The studies pursued, and the text-books authorized, in the Grammar Schools, shall be the following:—

FIRST YEAR.

1. *Reading*—Hillard's Fourth Reader;
2. *Spelling*—The Reader, and Worcester's Speller;
3. *Mental Arithmetic*—Colburn's First Lessons;
4. *Geography*—Cornell's Primary;
5. *Penmanship.*

SECOND YEAR.

1. *Reading*—Sargent's Third Reader;
2. *Spelling*—Continued;
3. *Defining*—Worcester's Dictionaries;
4. *Mental Arithmetic*—Continued;
5. *Written Arithmetic*—Greenleaf's Common School;
6. *Geography*—Cornell's Primary, and Grammar School;
7. *Penmanship and Drawing.*

THIRD YEAR.

1. *Reading*—Sargent's Third and Fourth Readers;
2. *Spelling and Defining*—Continued;
3. *Geography*—Cornell's Grammar School;
4. *Mental and Written Arithmetic*—Continued;
5. *Grammar*—Tower's Common School;
6. *Penmanship, Map-Drawing* (*Drawing*—Continued).

FOURTH YEAR.

1. *Reading*—Sargent's Fourth Reader;
2. *Spelling and Defining*—Continued;
3. *Geography*—Continued;
4. *Mental and Written Arithmetic*—Continued;
5. *Grammar*—Continued;
6. *Composition*—Tower's Grammar of;
7. *History*—Quackenbos's United States;
8. *Penmanship, Map-Drawing* (*Drawing*—Continued).

FIFTH YEAR.

1. *Reading*—Sargent's Fifth Reader;
2. *Spelling and Defining*—Continued;
3. *Geography*—Continued;
4. *Mental and Written Arithmetic*—Continued;
5. *Grammar*—Continued;
6. *Composition*—Continued;
7. *History*—Continued;

8. *Penmanship, Map-Drawing* (*Drawing*—Continued);
9. *Book-Keeping*—Hanaford and Payson's (by the Boys);
10. *Declamation*—(By the Boys.)

SECT. 3. The studies pursued, and the text-books authorized, in the High School, shall be the following: —

FIRST YEAR.

1. *Review of Preparatory Studies;*
2. *Arithmetic*—Greenleaf's National, and Colburn's First Lessons;
3. *Geography*—Zorlin's Physical, and Worcester's Ancient Scripture;
4. *History*—Worcester's, commenced;
5. *Algebra*—Sherwin's;
6. *Physiology*—Coming's Class Book of;
7. *Grammar*—Tower's Common School;
8. *Composition and Rhetoric*—Quackenbos's;
9. *French*—Pinney and Arnoult's Grammar, Le Grand-Père;
10. *Penmanship;*
11. *Drawing;*
12. *Geometry*—Legendre's;
13. *English Literature.*

SECOND YEAR.

1. *History*—Worcester's;
2. *Algebra*—Sherwin's;
3. *Geometry*—Legendre's;
4. *Composition and Rhetoric*—Quackenbos's;
5. *English Literature and Biography*—Cleveland's Compendium;
6. *French*—Le Grand-Père, Conversations sur le Grand-Père;
7. *Book-Keeping*—Hitchcock's;

8. *Constitution of the United States*—Sheppard's;
9. *Lessons on Reasoning*—Whately;
10. *Latin*—(Voluntary;)
11. *Drawing.*

THIRD YEAR.

1. *Algebra and Geometry*—Finished;
2. *Trigonometry, with its applications to Surveying, Navigation, Mensuration, &c.;*
3. *French*—Continued;
4. *Natural Philosophy;*
5. *Astronomy*—Olmstead's;
6. *Moral Philosophy*—Wayland's;
7. *Rhetoric*—Finished;
8. *English Literature;*
9. *Latin Language;*
10. *Drawing.*

For the pupils who continue in the school the fourth year, the course of study shall be as follows:—

1. *Latin Language;*
2. *French Language;*
3. *Mental Philosophy;*
4. *Moral Philosophy;*
5. *Botany, Chemistry, Geology, Mineralogy, &c.;*
6. *English Literature*—Standard Authors;
7. *Drawing;*
8. *Review of Grammar School studies, with special reference to teaching.*

The several classes shall have weekly exercises in Composition, Reading or Declamation.

The Instructors shall pay particular attention to the Penmanship of the pupils, and give constantly such instruction in Spelling, Reading and English Grammar, as they think necessary to make their pupils familiar with the fundamental branches of a good education.

Military drill shall constitute one of the regular exercises for the boys, and the girls shall receive instruction in gymnastics or calisthenics.

SECT. 4. Scholars requiring books shall be directed by their teacher to provide them. If not so provided within three days, the teacher shall notify the parent or guardian, *in writing*, of the kind of book required, and in case of his neglect to provide in two days thereafter, shall then make a requisition upon the Local Committee, in which shall be expressed the name of such scholar, the name of the parent or guardian, and the name of the book; and it shall be the duty of the Local Committee thereupon to furnish the book, and make return thereof, according to law, to the Assessors of the City.

CHAPTER VI.

Morals — Encouragement of Literature.

The attention of Teachers is particularly directed to the following from the General Statutes, and Constitution of the Commonwealth: —

GENERAL STATUTES, CHAP. 38, § 10. It shall be the duty of the president, professors and tutors of the University of Cambridge, and of the several colleges, and of all preceptors and teachers of academies, and all other instructors of youth, to exert their best endeavors to impress on the minds of children and youth, committed to their care and instruction, the principles of piety, justice, and a sacred regard to truth, love to their country, humanity and universal benevolence, sobriety, industry and frugality, chastity, moderation and temperance, and those other virtues which are the ornament of human society, and the basis upon which a republican constitution is founded; and it shall be the duty of such instructors to endeavor to lead their pupils, as their ages and capacities will admit, into a clear understanding of the tendency of the above-mentioned virtues to preserve and perfect a republican constitution, and secure the blessings of liberty, as well as to promote their future happiness, and also to point out to them the evil tendency of the opposite vices.

CONSTITUTION, CHAP. 5, § 2. Wisdom and knowledge, as well as virtue, diffused generally among the body of the people, being necessary for the preservation of their rights and liberties; and as these depend on spreading the opportunites and advantages of education in the various parts of the country, and among the different orders of the people, it shall be the duty of legislators and magistrates, in all future periods of this Commonwealth, to cherish the interests of literature and the sciences, and all seminaries of them, especially the University at Cambridge, public schools and grammar schools in the towns; to encourage private societies and public institutions, rewards and immunities for the promotion of agriculture, arts, sciences, commerce, trades, manufactures, and a natural history of the country; to countenance and inculcate the principles of humanity and general benevolence, public and private charity, industry and frugality, honesty and punctuality in their dealings; sincerity, good humor, and all social affections, and generous sentiments among the people.

CHAPTER VII.

Duties of the Janitor.

SECT. 1. The Janitor shall have charge of all the school houses of the city, and the furniture therein, and see that everything about them, and the outbuildings and yards connected, is kept in a neat and tidy manner, and that nothing from neglect be allowed to suffer or go to ruin.

SECT. 2. He shall have the care of the Committee-Room, be in attendance at all the meetings of the Committee, serve all notices issued by the Chairman or Secretary of the Board relating to the meetings of the Committee, or of the Sub-Committees thereof at the request of any member.

SECT. 3. He shall attend to the purchase of any article of supply or furniture used in the schools at the request of any teacher, properly vouched for. He shall also hold himself in readiness to perform any reasonable errand or service relating to the schools not specially laid down.

SECT. 4. He shall be responsible for the making of fires in all the school houses, see that they are properly kept up,

and that the fuel is used in an economical manner, and every precaution taken against accident by fire.

SECT. 5. He shall also have the sole care of sweeping all the rooms, and dusting the same; and at least once a year cause the paint, floors, windows, etc., of each school room to be washed. He shall furnish the Committee on Accounts with the original bills, as vouchers, for purchases, repairs, and all other expenses incurred by him in the discharge of his duties.

BOUNDARIES OF THE GRAMMAR SCHOOLS.

DUDLEY SCHOOL—GIRLS.

Beginning at Boston line, on the westerly side of Washington Street; thence running on said westerly side of Washington Street to Warren Street; thence the westerly side of Warren Street to Dorchester line; thence by said Dorchester line, and the line of West Roxbury, to School Street; thence the easterly side of School Street to Centre Street; thence the easterly side of Centre Street to Highland Street; thence through Highland Street, both sides (including Courts and Avenues running from Highland Street on the West), to Eliot Square; thence across Eliot Square to Gay Street; thence through Gay Street to Linden Park; thence through Linden Park, both sides, to Cabot Street; thence through Cabot Street, both sides, to Ruggles Street; thence the easterly side of Cabot Street to Boston line.

WASHINGTON SCHOOL—BOYS.

Beginning at Boston line, on the westerly side of Washington Street; thence running on said westerly side of Washington Street to Warren Street; thence the westerly

side of Warren Street to Dorchester line; thence by said Dorchester line, and the line of West Roxbury, to School Street; thence the easterly side of School Street to Centre Street; thence the east side of Centre Street to Eliot Square; thence across Eliot Square to High Street; thence the east and north side of High Street to Orange Street; thence the south end side of Orange Street to Stony Brook; thence the right bank of Stony Brook to the Boston and Providence Railroad; thence the east side of said Railroad to Boston line.

DEARBORN SCHOOL—BOTH SEXES.

Beginning at Boston line, on the easterly side of Washington Street; thence running on said easterly side of Washington Street to Warren Street; thence the easterly side of Warren Street to Dorchester line: all the territory within the City of Roxbury to the east of the above-mentioned lines shall constitute said District.

COMINS SCHOOL—BOTH SEXES.

That for Girls to be bounded on the east by the Dudley School District: that for Boys to be bounded on the east by the Washington School District: and all the territory within the city west of said Dudley and Washington School Districts, except the district hereinafter named as the Francis Street Grammar School District, shall constitute said Comins School District.

FRANCIS STREET GRAMMAR SCHOOL—BOTH SEXES.

Commencing at that part of Washington Street at the junction of Francis Street; thence on the south side of Washington Street (including Hillside and Heath Street to Cross Street) to Brookline line: which district is to include Appleton and Oakland Places, and all the territory to the north and west of said point on Washington Street.

JONAS PIERCE, JR., Janitor,

Residence, Washington Place, (first house on the right.)

NOTE TO TEACHERS.

As articles which may be needed for the schools cannot be purchased without *written orders* from Local Committees,* teachers will perceive the necessity of procuring such orders, when they desire to have anything purchased for the use of the schools at the expense of the Committee. All such orders, if the teachers prefer, may be given to the Janitor, or deposited in his box in the Post Office,† as it is his duty, in such cases, to see that the articles needed are purchased and promptly delivered.

* See Sec. 9 of Chap. 5, on page 10.
† Box 336.

SCHOOL COMMITTEE, 1864.

ELECTED AT LARGE.

GEORGE PUTNAM, Highland, near Cedar Street;
FRANKLIN WILLIAMS, Winslow, corner Union Street;
WILLIAM A. CRAFTS, Washington, near Francis Street.

ELECTED BY WARDS.

Ward 1.—Horatio G. Morse, 65 Zeigler Street;
George J. Arnold, Dudley, cor. Eustis Street.
" 2.—Ira Allen, Cabot, cor. Sudbury Street;
J. Warren Tuck, Auburn Street.
" 3.—Timothy R. Nute, 163 Dudley Street;
George M. Hobbs, Park, cor. Bellevue Street.
" 4.—John W. Olmstead, Centre, cor. Cedar Street;
Jeremiah Plympton, 7 Hawthorn Street.
" 5.—Edwin Ray, 121 Warren Street;
Alfred P. Putnam, Elm, near Dudley Street.

GEORGE PUTNAM, *Chairman.*

FRANKLIN WILLIAMS, *Secretary.*

STANDING COMMITTEES.

Regulations.—Messrs. Crafts, Williams, Tuck.
Salaries.—Messrs. Allen, Morse, A. P. Putnam.
Accounts.—Messrs. Williams, Nute, Plympton.
Books.—Messrs. G. Putnam (*ex off.*), Ray, Crafts, Olmstead, Hobbs.
Examination of Primary School Teachers.—Messrs. G. Putnam (*ex off.*), Morse, Allen, Plympton, Arnold.

HIGH AND GRAMMAR SCHOOLS.

SCHOOLS.	TEACHERS.	LOCATION.	SALARIES.	LOCAL COMMITTEES.
High School, (Both Sexes.) . .	Samuel M. Weston, *Principal.* . . .	Kenilworth St.	$2000	Olmstead, Ray, Crafts.
	2d Divis'n, Eunice T. Plummer, *Assis't*		500	
	3d " Sarah A. M. Cushing. .		700	
	Ex-Seniors, Mary F. Gragg. . . .		500	
GRAMMAR SCHOOLS.				
Dudley School, (Girls.) . . .	Sarah J. Baker, *Principal.*	Bartlett Street.	600	Plympton, Nute, Olmstead.
	Emily C. Allen, *Assistant.*		425	
	2d Division, Jennie S. Leavitt. . .		425	
	3d " Clara B. Tucker. . .		400	
	4th " Helen J. Otis. . . .		400	
	5th " Eliza Brown. . . .		400	
Washington School, (Boys.) . .	John Kneeland, *Principal.*	Washington St.	1500	A. P. Putnam, Allen, Tuck.
	Harriet E. Burrell, *Assistant.* . .		425	
	2d Division, Ann M. Williams. . .		425	
	3d " Delia Mansfield. . .		400	
	4th " Rebecca A. Jordan. .		400	
	5th " Caroline C. Drown. .		400	
	6th " Harriet M. Daniell. .		400	
Dearborn School, (Both Sexes.)	[a]William H. Long, *Principal.* . . .	Dearborn Place.	1500	Morse, Williams, Arnold.
	Maria L. Tincker, *Assistant.*		425	
	[b]2d Division, Rebecca R. Pettengill.		425	
	[b]3d " Sarah S. Adams. . .		400	

	[b]4th " Henrietta M. Young. .		400	
	[b]5th " Frances L. Breeden. .		400	
	[b]6th " Ann M. Backup. . .		400	
	[b]7th " Margaret E. Davis. .		400	
	[c]2d " Ellen A. Marean. . .		425	
	[c]3d " Caroline J. Nash. . .		400	
	[c]4th " Louisa E. Harris. . .		400	
	[c]5th " Mary G. Hewes. . .		400	
	[c]6th " Louisa Litchfield. . .		350	
Comins School, (Both Sexes.) .	[a]Daniel W. Jones, *Principal.* . .	Gore Avenue.	1500	Hobbs, Crafts, Morse.
	Mary C. Eaton. *Assistant.* . . .		425	
	[a]2d Division, Alice C. Pierce. . .		425	
	[c]3d " Elizabeth W. Young.		400	
	[c]4th A " Almira W. Chamberline		400	
	[c]4th B " Elizabeth A. Morse. .		400	
	[c]5th A " Charlotte P. Williams.		400	
	[c]5th B " C. A. J. Smith. . .		350	
	[b]3d " Sarah M. Vose. . .		400	
	[b]4th A " Esther M. Nickerson.		400	
	[b]4th B " Carrie K. Nickerson. .		400	
	[b]5th A " Sarah A. P. Fernald. .		350	
	[b]5th B " Mary E. Munroe. . .		350	
Francis St. School, (Both Sexes.)	Sophronia F. Wright, *Principal.* . .	Francis Street.	500	Crafts, Nute, Hobbs.

[a] Both Sexes. [b] Boys. [c] Girls.

Assistant teachers below 2d Division in the Grammar Schools receive $350 the first year, $375 the second, and $400 the third.

CHARLES BUTLER, Teacher of Music in the Grammar Schools, Salary $300 per annum.

BENJAMIN F. NUTTING, Teacher of Drawing, Salary $300 per annum.

JONAS PIERCE, Jr., Janitor of School Buildings, Salary $700 per annum.

PRIMARY SCHOOLS.

[Each School for both Sexes. Salary, first year, $325; afterwards, $350.]

TEACHERS.	LOCATION.	COMMITTEES.
No. 1. Lizzie M. Wood. . . .	Yeoman Street.	Williams.
2. Anna M. Balch. . . .	" "	"
3. Susan F. Rowe. . . .	" "	"
4. Huldah R. Clark. . .	" "	"
5. Mary F. Neal.	Eustis Street.	Arnold.
6. Emma C. Wales. . . .	Sumner Street.	"
7. Mary L. Walker. . . .	" "	"
8. Elizabeth E. Backup. .	Eustis Street.	"
9. Clara M. Adams. . . .	Vernon Street.	Plympton.
10. Susannah L. Durant. .	" "	"
11. Catherine F. Mayall. .	" "	"
12. Abby S. Oliver. . . .	" "	"
13. Annie G. Fillebrown. .	Sudbury Street.	Tuck.
14. Olive E Emery. . . .	" "	"
15. Cornelia J. Bills. . .	" "	"
16. Mary E. Gardner. . .	" "	"
17. Sarah J. Davis. . . .	Avon Place.	Allen.
18. Carrie Lewis.	" "	"
19. Mary A. Miers. . . .	Mill Dam.	"
20. Elizabeth M. Hall. . .	Francis Street.	Crafts.
21. J. B. Lawrence. , . .	Heath Street.	"
22. Anna M. Eaton. . . .	Smith Street.	Hobbs.
23. Anna E. Clark. . . .	" "	"
24. Mary L. Gore. . . .	Heath Place.	Nute.
25. Sarah W. Holbrook. .	" "	"
26. Anna M. Stone. . . .	" "	"
27. Emily L. Wilson. . .	" "	"
28. Martha H. Horn. . . .	Orange Street.	Olmstead.
29. Emily B. Eliot. . . .	" "	"
30. Henrietta M. Wood. .	Centre Street.	"
31. Mary A. Morse. . . .	" "	"
32. Maria L. J. Perry. . .	Edinboro' Street.	G. Putnam.
33. Mary F. Drown. . . .	" "	"
34. Almira B. Russell. . .	Munroe Street.	A. P. Putnam.
35. Frances N. Brooks. . .	Winthrop Street.	Ray.
36. Eliza J. Goss.	" "	"
37. Anne E. Boynton. . .	Elm Street.	A. P. Putnam.
38. Fanny H. C. Bradlee. .	" "	"
39. (Discontinued.) . . .	Alms-House.	
40. Sarah H. Hosmer. . .	George Street.	Morse.
41. Caroline E. Jennison. .	" "	"
42. Mary C. Bartlett. . .	" "	"
43. Susan H. Blaisdell. . .	" "	"
44. Mary E. Johnson. . .	Tremont Street.	Allen.

NAMES OF MEMBERS OF THE SCHOOL COMMITTEE,

SINCE THE ADOPTION OF THE CITY CHARTER IN 1846.

At Large.

George Putnam, 1846, 48, 56, 57, 58, 59, 60, 61, 62, 63, 64.
Cyrus H. Fay, 1846, 48.
*Samuel H. Walley, Jr., 1846, 48.
George R. Russell, 1847.
Thomas F. Caldicott, 1847.
George W. Bond, 1847.
John Wayland, 1849, 50, 51.
William R. Alger, 1849, 50, 56.
William Hague, 1849, 50.
Theodore Dunn, 1851.
Thomas D. Anderson, 1851.
Horatio G. Morse, 1852, 53, 54.
William H. Ryder, 1852, 53, 54, 57, 58.
William A. Crafts, 1852, 53, 54, 59, 60, 64.
Bradford K. Peirce, 1855.
Joseph H. Streeter, 1855.
John S. Flint, 1855.
Julius S. Shailer, 1856, 57, 58.
Arial I. Cummings, 1859, 61.
Edwin Ray, 1860.
William S. King, 1861.
John S. Sleeper, 1862, 63.
Franklin Williams, 1862, 63, 64.

* The junior dropped in 1850.

Ward 1.

Allen Putnam, 1846.
Henry B. Wheelwright, 1846, 47.
Horatio G. Morse, 1847, 48, 49, 50, 51, 55, 56, 57, 58, 59, 60, 61, 62, 64.
William R. Alger, 1848, 52.
Bradford K. Peirce, 1849, 50, 51, 52.
John Jones, 1853, 54.
Joseph Bugbee, 1853, 54.
Henry W. Farley, 1855, 56, 57.
Franklin Williams, 1858, 59, 60.
George W. Adams, 1861, 62, 63.
William H. Hutchinson, 1863.
George J. Arnold, 1864.

Ward 2.

Thomas F. Caldicott, 1846.
Joshua Seaver, 1846, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63.
Alfred Williams, 1847, 48.
Ira Allen, 1849, 50, 51, 52, 56, 57, 58, 59, 60, 61, 62, 63, 64.
Arial I. Cummings, 1853.
Charles Marsh, 1854, 55.
J. Warren Tuck, 1864.

Ward 3.

Charles K. Dillaway, 1846, 47.
Francis Hilliard, 1846, 48, 49.
Theodore Otis, 1847.
Julius S. Shailer, 1848, 50, 51, 52, 53, 54.
William Gaston, 1849, 50, 51.
Timothy R. Nute, 1852, 57, 58, 59, 60, 61, 63, 64.
Joseph H. Streeter, 1853, 54.
William H. Ryder, 1855.
Benjamin Mann, 1855.
Arial I. Cummings, 1856, 57, 58, 62.
William A. Crafts, 1856.
Richard Garvey, 1859.
*John D. McGill, 1860, 61, 62.
George M. Hobbs, 1863, 64.

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* Resigned in 1862, and William A. Crafts elected.

Ward 4.

Benjamin E. Cotting, 1846, 47, 49.
David Green, 1846, 47, 48.
Henry Bartlett, 1848.
Henry W. Fuller, 1849, 50, 51.
John S. Flint, 1850, 51, 52.
John Wayland, 1852, 53, 54, 55.
Theodore Otis, 1853.
*John W. Olmstead, 1854, 56, 58, 59, 60, 61, 62, 63, 64.
James Waldock, 1855, 56.
Joseph N. Brewer, 1857, 58, 59.
Jonathan P. Robinson, 1857.
Jeremiah Plympton, 1860, 61, 62, 63, 64.

Ward 5.

Augustus C. Thompson, 1846.
Daniel Leach, 1846, 47, 48, 49, 50, 51, 52, 53, 54, 55.
Samuel Walker, 1847, 56.
John H. Purkett, 1848.
Charles F. Foster, 1849, 50, 51, 52.
Bradford K. Peirce, 1853, 54.
Edwin Ray, 1855, 57, 58, 59, 63, 64.
Theodore Otis, 1856.
†Alfred P. Putnam, 1857, 61, 62, 64.
Robert P. Anderson, 1858, 59.
‡Sylvester Bliss, 1860, 61, 62, 63.
William S. King, 1860.

Ward 6.§

George W. Bond, 1846.
Edward Turner, 1846.
Edmund F. Slafter, 1847, 48, 49, 50, 51.
Dan. S. Smalley, 1847.
George Faulkner, 1848.
Edward D. Boit, 1849, 50, 51.

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* Resigned in 1856, and Joseph N. Brewer elected.

† Resigned in 1862, and Edwin Ray elected.

‡ Deceased in 1863, and Henry B. Metcalf chosen to fill vacancy.

§ Wards 6, 7 and 8, with parts of Wards 4 and 5, were set off and incorporated, by Act of the Legislature, May 24, 1851, under the name of the Town of West Roxbury.

Ward 7.

John O. Choules, 1846, 47.
Joseph H. Allen, 1846.
Theodore Dunn, 1847, 48, 49, 50.
Grindell Reynolds, 1848, 49, 50, 51.
Stephen M. Allen, 1851.

Ward 8.

Theodore Parker, 1846.
George R. Russell, 1846.
Dexter Clapp, 1847, 48, 50, 51.
Matthews W. Green, 1847.
Abijah W. Draper, 1848, 49.
Joseph H. Billings, 1849.
Cornelius Cowing, 1850, 51.

Chairmen.

Charles K. Dillaway, 1846, 47.
George Putnam, 1848, 64.
Daniel Leach, 1849, 50, 51.
Julius S. Shailer, 1852, 53.
John Wayland, 1854.
Bradford K. Peirce, 1855.
*William H. Ryder, 1856, 57, 58.
Horatio G. Morse, 1859, 60, 61, 62.
John W. Olmstead, 1863.

Secretaries.

†Joshua Seaver, 1846, 47, 48, 49, 50, 51, 52, 53, 54, 55, 58, 59, 60, 61, 62, 63.
Arial I. Cummings, 1856, 57.
Franklin Williams, 1864.

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* Resigned in 1858, and Horatio G. Morse elected Chairman *ad interim*.
† Deceased in 1863, and Franklin Williams chosen to fill vacancy.

BOSTON PUBLIC LIBRARY
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PUBLIC LIBRARY

OF THE

CITY OF BOSTON.

ABBREVIATED REGULATIONS.

One volume can be taken at a time from the Lower Hall, and one from the Bates Hall.

Books can be kept out 14 days.

A fine of 2 cents for each volume will be incurred for each day a book is detained more than 14 days.

Any book detained more than a week beyond the time limited, will be sent for at the expense of the delinquent.

No book is to be lent out of the household of the borrower.

The Library hours for the delivery and return of books are from 10 o'clock, A. M., to 8 o'clock, P. M., in the Lower Hall; and from 10 o'clock, A. M., until one half hour before sunset in the Bates Hall.

Every book must, under penalty of one dollar, be returned to the Library at such time in August as shall be publicly announced.

The card must be presented whenever a book is returned. For renewing a book the card must be presented, together with the book, or with the shelf-numbers of the book.